



DAVID SANDERS, Ph.D.  
Director

# County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020  
(213) 351-5602

Board of Supervisors

GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

March 29, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**REQUEST TO APPROVE AMENDMENTS TO TWO AGREEMENTS WITH THE NATIONAL  
FAMILY LIFE AND EDUCATION CENTER FOR THE PROVISION OF ALTERNATIVE  
SERVICES FOR YOUTH PROGRAM SERVICES  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chair to execute Amendment Number Two to Agreement Number 74156 (Attachment A) and Amendment Number Two to Agreement Number 74157 (Attachment B), both of which are with National Family Life and Education Center, to extend the Agreements for six months from April 1, 2005 to September 30, 2005 for the provision of Alternative Services for Youth (ASFY) program services to at-risk foster youth. The cost of Amendment Number Two for Agreement #74156 is \$51,004 and the cost for Amendment Number Two for Agreement #74157 is \$203,520. The total cost of the Amendments for both Agreements is \$254,524 and will be funded using 100% net County cost (NCC). Funding for the extension of ASFY services is included in the FY 2004/05 Adopted Budget.
2. Authorize the Director of DCFS, or designee, to prepare and sign contract amendments which increase or decrease payments to the Contractor, commensurate with increases or decreases in the units of services provided that: (a) the County's total payments to Contractor do not increase or decrease by more than 10% per year and in the aggregate above the original Maximum Contract Sum during the term of this Agreement; (b) sufficient funds are allocated in DCFS' Budget; (c) approval of the amendment by County Counsel and the Chief Administrative Office (CAO) is obtained prior to executing such an amendment; and (d) the Director notifies your Board, County Counsel, and the CAO of all Agreement changes, in writing, within 15 days from the date of execution of such an amendment.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

A new solicitation process for ASFY services has not yet been conducted due to unresolved issues involving funding and competing priorities. Therefore, extension of the current Agreements is needed. Approval of the recommended actions will allow DCFS to continue ASFY services to at-risk foster youth in DCFS Regions 2 and 6 while the Department: (1) pursues alternate funding, (2) gathers additional data for further evaluation on the outcome measures of the program, and (3) completes a solicitation for the continuation of ASFY services beyond the extension period.

Although other DCFS agreements provide similar services, the ASFY Agreements provide services to the highest concentration of at-risk youth currently in DCFS Regions 2 and 6. The services prepare youth for emancipation by providing assistance in completing education, furthering educational opportunities beyond emancipation, developing organization and life skills and teaching conflict management. If the recommended actions are not approved, the Agreements will expire on March 31, 2005, services will lapse and at-risk foster youth will not receive the services provided under these contracts to successfully emancipate from the foster care system.

This Board letter does not comply with the Board's policy requiring timely submission of contracts to your Board for approval. Late submission is the result of unanticipated delays in developing the appropriate language for the Board letter and amendments.

### **Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal No. 1 (Service Excellence) and Goal No. 5 (Children and Families' Well-Being). The recommended actions will enable DCFS to continue efforts to improve the health, safety and survival, emotional and social well-being of children and families in Los Angeles County.

## **FISCAL IMPACT/FINANCING**

The cost of Amendment Number Two for Agreement #74156 is \$51,004, and the cost for Amendment Number Two for Agreement #74157 is \$203,520. Reflected in the cost of the amendments are cost increases in unemployment and workers' compensation insurance, as indicated in the contractor's line item budgets, which are attached and incorporated into the amended contracts as Exhibit B-1a. Prior to July 1, 2004, the ASFY Agreements were financed 100% with Independent Living Program (ILP) funding. The Department made the decision to redirect ILP funding for other uses; therefore the Agreements are now financed 100% using NCC. Funding for the extension of ASFY services is included in the FY 2004/05 Adopted Budget.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On September 17, 2002, your Board approved Agreement #74156 and #74157 for the provision of ASFY services for a period of 30 months from October 1, 2002 through March 31, 2005 after a formally advertised solicitation was conducted by the Department. The ASFY Program consists of two separate service models offered by the contractor, National Family Life and Education Center - Open Avenues to Stay in School (OASIS), which is provided under Agreement #74156; and Rites of Passage (ROP), which is provided under Agreement #74157. The ASFY programs collectively provide enhanced educational opportunities and support to approximately 340 youth annually at ages from 14 to 18 years: 90 youth for the OASIS Program and 250 youth for the ROP Program. The total number of youth served will not change with the approval of the recommended actions.

On July 8, 2003, your Board approved Amendment Number One to: (1) update or add to the Agreements Board required provisions and exhibits, such as Payment and Invoices, Proprietary Rights, Interpretation of Contract, Mandatory Requirement to Register on County's WebVen, Safely Surrendered Baby Law, and updates to the Statement of Work; and (2) amend Exhibit C to expand the scope of services to include 14 and 15 year old foster youth.

Approval of the recommended actions will allow DCFS to continue ASFY services to at-risk foster youth in DCFS Regions 2 and 6 while the Department: (1) pursues alternate funding, (2) gathers additional data for further evaluation on the outcome measures of the program; and (3) completes a solicitation for the continuation of ASFY services beyond the extension period. In addition to extending the contract term, the Amendments: (1) update the language on the sections regarding Contractor Responsibility and Debarment and Child Support Compliance Program; (2) amend language in the Payment and Invoices and the Changes and Amendments sections as required by the Department; and (3) adjust the language in Applicable Documents, Term and Termination, and Contract Sum sections to correlate with the extension of the Agreements.

The Contractor will not perform services in excess of that which is specified in the Amendments (Contract Term, Contract Sum, Statement of Work, etc). The Contractor is in compliance with all Board, Chief Administrative Officer, and County Counsel requirements.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended Agreement.

The CAO and County Counsel have reviewed this Board Letter. County Counsel has approved these Amendments as to form.

## **CONTRACTING PROCESS**

A formally advertised solicitation process was not conducted for these negotiated contract amendments. The ASFY Agreements do not contain COLA provisions.

### **IMPACT ON CURRENT SERVICES**

The recommended actions, if approved, are effective April 1, 2005 and will provide continuation of ASFY program services including educational, vocational, and life skills training opportunities to 14 to 18 year old foster youth and help them better prepare for transition to adulthood.

### **CONCLUSION**

Upon approval and execution by the Board of Supervisors, it is requested that the Executive Office/Clerk of the Board send an adopted stamped Board Letter and any attachments to:

1. Department of Children and Family Services  
Contracts Administration  
425 Shatto Place, Room 400  
Los Angeles, CA 90020  
Attention: Walter Chan, Manager
2. Office of the County Counsel  
Edelman's Children's Court  
201 Centre Plaza Drive  
Monterey Park, CA 91754  
Attention: Rose Belda, Principal Deputy County Counsel
3. National Family Life and Education Center  
5711 Slauson Avenue, Suite 240  
Culver City, CA 90230  
Attention: Charles L. Johnson

Respectfully submitted,

DAVID SANDERS, PH.D., Director  
Department of Children and Family Services

DS:WC:RR.mab

Attachments (2)

c: Chief Administrative Officer  
Auditor-Controller

**ATTACHMENT A**

**AMENDMENT NUMBER TWO**

**TO**

**AGREEMENT NUMBER 74156**

Opening Avenues to Stay in School (OASIS) Program

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**NATIONAL FAMILY LIFE AND EDUCATION CENTER**

**AMENDMENT NUMBER TWO TO AGREEMENT NUMBER 74156  
FOR OPENING AVENUES TO STAY IN SCHOOL (OASIS)  
BY AND BETWEEN THE COUNTY OF LOS ANGELES AND THE  
NATIONAL FAMILY LIFE AND EDUCATION CENTER**

REFERENCE IS MADE TO THE DOCUMENT ENTITLED "AGREEMENT" FOR OPENING AVENUES TO STAY IN SCHOOL (OASIS) ADOPTED BY THE BOARD OF SUPERVISORS ON SEPTEMBER 17, 2002, AMENDMENT NUMBER ONE, ADOPTED JULY 8, 2003, AND FURTHER IDENTIFIED AS AGREEMENT NUMBER 74156, HEREINAFTER REFERRED TO AS "AGREEMENT".

Effective April 1, 2005, the Agreement is revised as follows:

WHEREAS, the parties have previously entered into an Agreement to provide Alternative Services for Youth (ASFY) through the OASIS program; and

WHEREAS, the COUNTY and CONTRACTOR intend to amend this Agreement as set forth below:

NOW THEREFORE, in consideration of the foregoing and mutual consents herein, the Agreement is modified as follows:

1. Section 1.0, **APPLICABLE DOCUMENTS**, Subsections 1.2 and 1.3 are amended in their entirety and restated to read as follows:

1.2 Exhibits A, B-1, B-1a, B-2, B-3, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, and Attachments I, II and III, set forth below are attached to and incorporated by reference in this Agreement.

1.3 In the event of any conflict in the definition or interpretation of any word, responsibility, service, schedule, or contents of a deliverable product between this Agreement and Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority:

- Exhibit A - Statement of Work
- Budget B-1 - Budget
- Exhibit B-1a - Budget (04/01/05-09/30/05)
- Exhibit B-2 - Monthly Reimbursement Invoice
- Exhibit B-3 - Instructions for Completing the Monthly Detail Expenditure Report
- Exhibit C - Job and Performance Requirement Summary
- Exhibit D - Certification of Independent Price Determination
- Exhibit E - Equal Employment Opportunity (EEO) Certification
- Exhibit F - Community Business Enterprise Form (CBE)
- Exhibit G - Employee Acknowledgement and Confidentiality Agreement

- Exhibit H - Auditor-Controller Agreement Accounting and Operating Handbook
- Exhibit I - Code of Federal Regulations
- Exhibit J - Sample ILP Youth File
- Exhibit K - Certification of "No Conflict of Interest"
- Exhibit L - Certification Regarding Lobbying
- Exhibit M - Child Support Compliance Program Certification
- Exhibit N - Jury Service Program Certification
- Exhibit O - County of Los Angeles Contractor Employee Jury Service Policy
- Exhibit P - Office of Management and Budget Circular A-122
- Exhibit Q - Safely Surrendered Baby Law
- Attachment I - Notice to Employees Regarding the Federal Income Earned Income Credit (Internal Revenue Service Notice 10-15)
- Attachment II - Community Business Enterprise Program Certification Application
- Attachment III - Non-Employee Injury Report

2. Section 3.0, **TERM AND TERMINATION**, is deleted in its entirety, amended and restated to read as follows:

### **3.0 TERM AND TERMINATION**

The term of this Agreement shall commence October 1, 2002 or date of execution by County Board of Supervisors, whichever is later, and shall continue through September 30, 2005, unless terminated earlier as provided in the Agreement.

3. Section 4.0, **CONTRACT SUM**, Subsections 4.1, 4.2, and 4.3, are amended and restated in their entirety to read as follows:

- 4.1 COUNTY and CONTRACTOR agree that this is a firm-fixed price contract. During the term of this Agreement, COUNTY shall reimburse CONTRACTOR for the costs of performing services set forth in Exhibit A, Statement of Work, in accordance with Section 5.0, Payment and Invoices, provided that the total amount payable under this Agreement shall not exceed two hundred ninety three thousand, three hundred twenty-four dollars (\$293,324), "Maximum Contract Sum". The maximum amount payable for the six-month period from October 1, 2002 to March 31, 2003 of this Agreement shall not exceed forty-eight thousand, four hundred sixty-four dollars (\$48,464). The maximum amount payable during each contract year of the term of this Agreement shall not exceed ninety-six thousand, nine hundred twenty-eight dollars (\$96,928), "Maximum Annual Contract Sum". The maximum amount payable for the six-month period from April 1, 2005 to September 30, 2005 shall not exceed fifty one thousand and four dollars (\$51,004).

- 4.2 CONTRACTOR has prepared and submitted to COUNTY Budgets segregating direct and indirect costs and profit for the work to be performed by CONTRACTOR under this Agreement. Budgeted expenses shall be reduced by applicable CONTRACTOR revenues, which are identified thereon. The line items shall provide sufficient detail to determine the quality and quantity of services to be delivered. The Budgets are attached hereto and incorporated by reference herein as Exhibit B-1, Budget, for the period October 1, 2002 to March 31, 2005, Exhibit B-1a, Budget, for the period April 1, 2005 through September 30, 2005. CONTRACTOR represents and warrants that the Budgets, Exhibit B-1 and B-1a are true and correct in all respects and services shall be delivered hereunder in accordance with the Budgets. In the event the Maximum Contract Sum is increased pursuant to Section 12.0, Changes and Amendments hereof, CONTRACTOR shall prepare and submit an amended Budget.
- 4.3 The Maximum Contract Sum shall not exceed two hundred ninety-three thousand, three hundred twenty-four dollars (\$293,324) for the Agreement period from October 1, 2002 through September 30, 2005.
4. Section 5.0, **PAYMENT AND INVOICES**, Subsection 5.1, 5.2, 5.4 and 5.5 are amended in its entirety and restated to read as follows:
- 5.1 For work performed in accordance with the terms of this Agreement as determined by COUNTY, CONTRACTOR shall invoice COUNTY monthly in arrears at the actual cost incurred in conformance with Exhibit B-1, Budget, Exhibit B-1a, Budget, and in the format prescribed by the COUNTY (i.e. personnel, employee benefits, supplies and expenses, equipment, travel and indirect costs) and also as set forth in Exhibit B-2, Monthly Reimbursement Invoice, and Exhibit B-3, Instructions for Completing the Monthly Detail Expenditures Report and Monthly Reimbursement Invoice.
- 5.2 CONTRACTOR, without prior approval of COUNTY, may reallocate up to a maximum of five percent (5%) of the annual contract sum for each year between the approved line item budget categories (i.e. personnel, employee benefits, supplies and expenses, equipment, travel and indirect costs). Any subsequent budget modifications above the five percent (5%) maximum shall be agreed to by the parties and requested in writing by CONTRACTOR. In any event, such revisions shall not result in any increase in the Maximum Contract Sum. Such requests to COUNTY shall be addressed as follows:

Department of Children & Family Services  
Jennifer Hottenroth, Program Manager  
3075 Wilshire Blvd, Room 929  
Los Angeles, CA 90010

and a duplicate copy of the Budget modification request to:



Department of Children & Family Services  
Walter Chan, Manager  
Contracts Administration  
425 Shatto Place, Room 400  
Los Angeles, CA 90020

- 5.4 CONTRACTOR shall submit an invoice in arrears for services rendered in the previous month. CONTRACTOR shall make its best efforts to submit all invoices within thirty (30) days of the last day of the month in which the service was rendered. Any invoice submitted more than thirty days after the last day of the month in which the services were rendered shall constitute a "past due invoice." Past due invoices shall be submitted not later than sixty days after the last day of the month in which the services were rendered. Notwithstanding any other provision of this Agreement, CONTRACTOR and COUNTY agree that the COUNTY shall have no obligation whatsoever to pay any past due invoices which are submitted more than sixty days after the last day of the month in which the services were rendered. COUNTY may, in its sole discretion, pay some or all of a past due invoice which CONTRACTOR has submitted more than sixty days after the last day of the month in which services were rendered provided sufficient funds remain available under this Agreement. These same time frames shall apply to the submission of the CONTRACTOR's final invoice. All such services rendered by CONTRACTOR shall be paid in accordance with Exhibit B-1, Budget, for the period October 1, 2002 to March 31, 2005, Exhibit B-1a, Budget; for the period April 1, 2005 to September 30, 2005, Exhibit B-2, Monthly Reimbursement Invoice and Exhibit B-3, Instructions for completing the Monthly Detail Expenditure Report and Monthly Reimbursement Invoice.
- 5.4 CONTRACTOR shall submit the original monthly invoice to the DCFS Finance Services Division and one copy to the COUNTY Program Manager for review and approval.

CONTRACTOR shall send original invoices to be approved to:

County of Los Angeles  
Department of Children and Family Services  
Finance Services Division, Contracts Accounting Section  
425 Shatto Place, Room 204  
Los Angeles, CA 90020

and a duplicate copy of the invoices to:

Department of Children & Family Services  
Jennifer Hottenroth, Program Manager  
3075 Wilshire Blvd, Room 929  
Los Angeles, CA 90010

5. Section 12.0, **CHANGES AND AMENDMENTS**, Subsections 12.4 and 12.4.1 are deleted in their entirety, amended and restated to read as follows:

12.4 Notwithstanding the provisions of Sections 12.1 and 12.2, COUNTY'S Director may, without further action by COUNTY'S Board of Supervisors, prepare and sign amendments to this Agreement which increase or decrease payments to CONTRACTOR which are commensurate with increases or decreases in the units of service being provided under this Agreement under the following conditions:

12.4.1 COUNTY'S total payments to CONTRACTOR shall not increase or decrease more than ten percent (10%) per year and in the aggregate above the original Maximum Contract Sum during the term of this Agreement.

6. Section 26.0, **CONTRACTOR RESPONSIBILITY AND DEBARMENT**, is deleted in its entirety, amended and restated to read as follows:

## **26.0 CONTRACTOR DEBARMENT AND RESPONSIBILITY**

### **26.1 Contractor Debarment**

26.1.1 The CONTRACTOR is hereby notified that, in accordance with Chapter 2.202 of the County Code, the COUNTY may debar the CONTRACTOR from bidding on other County contracts for a period of time, not to exceed three (3) years, and the COUNTY may terminate any or all of the CONTRACTOR'S existing contracts with COUNTY, if the Board of Supervisors finds, in its discretion, that the CONTRACTOR has done any of the following: (1) violated any term of a contract with the County, (2) committed any act or omission which negatively reflects on the CONTRACTOR'S quality, fitness or capacity which negatively reflects the same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the COUNTY or any other public entity.

26.1.2 If there is evidence that the apparent highest ranked CONTRACTOR may be subject to debarment, the Department shall notify the CONTRACTOR in writing of the evidence, which is the basis for the proposed debarment, and shall advise the CONTRACTOR of the scheduled date for a debarment hearing before the Contractor Hearing Board.

26.1.3 The CONTRACTOR Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The CONTRACTOR'S representative shall be given an opportunity to submit and offer rebuttal evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether the CONTRACTOR should be debarred, and, if so, the appropriate length of time of the debarment. If the CONTRACTOR fails to avail himself of the opportunity to submit evidence to the Contractor Hearing Board, the CONTRACTOR may be desired to have waived all rights of appeal.

26.1.4 A record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

26.1.5 These terms shall also apply to proposed subcontractors of CONTRACTORS on COUNTY contracts.

## 26.2 Contractor Non-Responsibility

The Board of Supervisors finds that, in order to promote integrity in the COUNTY'S contracting processes and to protect and to protect the public interest, the COUNTY'S policy shall be to conduct business only with responsible CONTRACTORS. Determination of CONTRACTOR non-responsibility and CONTRACTOR debarment shall be made in accordance with the procedures set forth in the ordinance and implementation instructions issued by the Auditor-Controller.

## 26.3 Determination of Contractor Responsibility

26.3.1 A responsible CONTRACTOR is a CONTRACTOR who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is COUNTY'S policy to conduct business only with responsible CONTRACTORS.

26.3.2 CONTRACTOR is hereby notified that, in accordance with Chapter 2.202 of the County Code, the COUNTY may determine whether the CONTRACTOR is responsible based on a review of the CONTRACTOR'S performance on any contracts, including but not limited to COUNTY contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made

by the CONTRACTOR against public entities. Labor law violations which are the fault of the subcontractors and of which the CONTRACTOR had no knowledge shall not be the basis of a determination that the CONTRACTOR is not responsible.

26.3.3 The COUNTY may declare a CONTRACTOR to be non-responsible for purposes of this contract if the Board of Supervisors, in its discretion, finds that the CONTRACTOR had done any of the following: (1) committed any act or omission which negatively reflects on the CONTRACTOR'S quality, fitness or capacity to perform this contract with the COUNTY or a contract on same; (2) committed an act or omission which indicates a lack of business integrity or business honesty; or (3) made or submitted a false claim against the COUNTY or any other public entity.

26.3.4 If there is evidence that the apparent highest ranked CONTRACTOR may not be responsible, the Department shall notify the CONTRACTOR in writing of the evidence relating to the CONTRACTOR'S responsibility and its intention to recommend to the Board of Supervisors that the CONTRACTOR be found not responsible. The Department shall provide the CONTRACTOR and/or the CONTRACTOR'S representative with an opportunity to present evidence as to why the CONTRACTOR shall be found to be responsible and to rebut evidence, which is the basis for the Department's recommendation. If the CONTRACTOR fails to avail itself of the opportunity to rebut the Department's evidence, the CONTRACTOR may be deemed to have waived all rights of appeal.

26.3.5 If the CONTRACTOR presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the board of Supervisors. The final decision concerning the responsibility of the CONTRACTOR shall reside with the Board of Supervisors.

26.3.6 These terms shall also apply to proposed subcontractors of CONTRACTORS on COUNTY contracts.

7. Section 35.0, **CHILD SUPPORT COMPLIANCE PROGRAM**, is deleted in its entirety, amended and restated to read as follows:

**35.0 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM**

35.1 The CONTRACTOR acknowledges that the COUNTY has established a goal of ensuring that all individuals who benefit financially from COUNTY through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the COUNTY and its taxpayers.

35.2 As required by COUNTY'S Child Support Compliance Program (County Code Chapter 2.200) and without limiting the CONTRACTOR'S duty under this contract to comply with all applicable provisions of law, the CONTRACTOR warrants that it is now in compliance and shall during the term of this contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8. **EXHIBIT A, STATEMENT OF WORK**, Subsection 5.11, Contract Service Work, is amended in its entirety and restated to read as follows:

5.11 CONTRACTOR shall complete all Program services by March 31, 2003 for the contract period from October 1, 2002 through March 31, 2003. For FY 2003/2004, CONTRACTOR shall complete all services by March 31, 2004. For FY 2004/2005, CONTRACTOR shall complete all Program services by September 30, 2005.

9. **EXHIBIT B-1a, BUDGET** (04/01/05-09/30/05), as attached, is incorporated into the Agreement.

**EXCEPT AS PROVIDED IN THIS AMENDMENT NUMBER TWO, ALL OTHER TERMS AND CONDITIONS OF THE PREVIOUSLY AMENDED AGREEMENT NUMBER 74156 SHALL REMAIN IN FULL FORCE AND EFFECT. SIGNATURES BELOW INDICATE ACCEPTANCE AND AGREEMENT TO THIS AMENDMENT.**

**AMENDMENT NUMBER TWO TO AGREEMENT NUMBER 74156  
FOR OPENING AVENUES TO STAY IN SCHOOL (OASIS)  
BY AND BETWEEN THE COUNTY OF LOS ANGELES AND THE  
NATIONAL FAMILY LIFE AND EDUCATION CENTER**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Two to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Office and Clerk thereof, and CONTRACTOR has caused this Agreement to be signed on its behalf by its duly authorized officer(s) on the \_\_\_\_\_ day of \_\_\_\_\_, 2005. The persons signing on behalf of the CONTRACTOR warrant under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

By: \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

VIOLET VARONA-LUKENS  
Executive Officer-Clerk of the  
Los Angeles County  
Board of Supervisors

By \_\_\_\_\_  
Deputy

NATIONAL FAMILY LIFE AND  
EDUCATION CENTER

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Tax Identification No. \_\_\_\_\_

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL  
RAYMOND G. FORTNER, JR.  
Chief Deputy County Counsel

By \_\_\_\_\_  
Tom Fagan, Deputy County Counsel

**Alternative Services for Youth**  
 Opening Avenues to Stay in School (OASIS) Program Budget  
 April 1, 2005 through September 30, 2005

Agency National Family Life and Education Center

**PERSONNEL COSTS**

**A. Salaries and Wages**

Position	No of Positions	Monthly Salary	% of Time	Months	6-Month Budget by Line Item
1) Project Coordinator	1	\$2,200.00	100%	6	\$13,200.00
2) Student Professional	4	\$1,800.00	50%	6	\$21,600.00
<b>A. Total</b>					<b>\$34,800.00</b>

**B. Employee Benefits**

Type of Benefits	Percent %	Salaries Subject to Employee Benefits	6-Month Budget by Line Item
Medical/Dental	0.00	0.00	0.00
Retirement	0.00	0.00	0.00
Social Security (FICA)	7.65	\$34,800.00	\$2,662.20
State Unemployment	6.20	\$34,800.00	\$2,157.60
Worker's Compensation	13.80	\$34,800.00	\$4,802.40
<b>B. Total</b>			<b>\$9,622.20</b>

**TOTAL PERSONNEL COSTS (A + B)**

**\$44,422.20**

**NON-PERSONNEL COSTS****C. Training Costs**

Description	Period (Month)	Allowance	6-Month Budget by Line Item
Assessment Materials	6	\$300.00	\$1,800.00
Nutrition (Food & Refreshments)	6	\$307.00	\$1,842.00
<b>C. Total</b>			<b>\$3,642.00</b>

**D. Facilities Costs**

Description	Period (Month)	Allowance	6- Month Budget by Line Item
Rent/Lease of Training Site	6	\$290.95	\$1,745.70
<b>D. Total</b>			<b>\$1,745.70</b>

**E. Consumable Supplies**

Description	Period (Month)	Allowance	6-Month Budget by Line Item
Office Supplies	6	\$63.08	\$378.48
Postage	6	\$11.00	\$66.00
<b>E. Total</b>			<b>\$444.48</b>

**F. Other Costs**

Description	Period (Month)	Allowance	6-Month Budget by Line Item
Insurance	6	\$75.00	\$450.00
<b>F. Total</b>			<b>\$450.00</b>

**G. Equipment (Rent/Lease/Purchase must be indicated)**

Description	Period (Month)	Allowance	6-Month Budget by Line Item
Van	6	\$50.00	\$300.00
<b>G. Total</b>			<b>\$300.00</b>



<b>TOTAL NON-PERSONNEL COSTS</b> <b>(Sum of Lines C through G)</b>	<b><u>\$6,582.18</u></b>
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<b>TOTAL OPERATING COSTS (\$44,422.20 plus \$6,582.18)</b> <b>(Sum of Personnel &amp; Non-Personnel Costs)</b>	<b><u>\$51,004.38</u></b>
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<b>COST PER CHILD FOR SIX MONTHS (\$51,004.38 divided by 90)</b> <b>(Total Operating Costs divided #</b>	<b><u>\$566.72</u></b>
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**ATTACHMENT B**

**AMENDMENT NUMBER TWO**

**TO**

**AGREEMENT NUMBER 74157**  
Rights of Passage (ROP) Program

**BY AND BETWEEN**

**COUNTY OF LOS ANGELES**

**AND**

**NATIONAL FAMILY LIFE AND EDUCATION CENTER**

**AMENDMENT NUMBER TWO TO AGREEMENT NUMBER 74157  
FOR RITES OF PASSAGE (ROP)  
BY AND BETWEEN COUNTY OF LOS ANGELES AND THE  
NATIONAL FAMILY LIFE AND EDUCATION CENTER**

REFERENCE IS MADE TO THE DOCUMENT ENTITLED "AGREEMENT" FOR RITES OF PASSAGE (ROP) ADOPTED BY THE BOARD OF SUPERVISORS ON SEPTEMBER 17, 2002, AMENDMENT NUMBER ONE, ADOPTED JULY 8, 2003, AND FURTHER IDENTIFIED AS AGREEMENT NUMBER 74157, HEREINAFTER REFERRED TO AS "AGREEMENT".

Effective April 1, 2005, the Agreement is revised as follows:

WHEREAS, the parties have previously entered into an Agreement to provide Alternative Services for Youth (ASFY) through the ROP program; and

WHEREAS, the COUNTY and CONTRACTOR intend to amend this Agreement as set forth below:

NOW THEREFORE, in consideration of the foregoing and mutual consents herein, the Agreement is modified as follows:

1. Section 1.0, **APPLICABLE DOCUMENTS**, Subsections 1.2 and 1.3 are amended in their entirety and restated to read as follows:
  - 1.2 Exhibits A, B-1, B-1a, B-2, B-3, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, and Attachments I, II and III, set forth below are attached to and incorporated by reference in this Agreement.
  - 1.3 In the event of any conflict in the definition or interpretation of any word, responsibility, service, schedule, or contents of a deliverable product between this Agreement and Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to the Agreement and then to the Exhibits according to the following priority:

Exhibit A	-	Statement of Work
Exhibit B-1	-	Budget
Exhibit B-1a	-	Budget (04/01/05-09/30/05)
Exhibit B-2	-	Monthly Reimbursement Invoice
Exhibit B-3	-	Instructions for Completing the Monthly Detail Expenditure Report
Exhibit C	-	Job and Performance Requirement Summary
Exhibit D	-	Certification of Independent Price Determination
Exhibit E	-	Equal Employment Opportunity (EEO) Certification
Exhibit F	-	Community Business Enterprise Form (CBE)
Exhibit G	-	Employee Acknowledgement and Confidentiality Agreement

- Exhibit H - Auditor-Controller Agreement Accounting and Operating Handbook
- Exhibit I - Code of Federal Regulations
- Exhibit J - Sample ILP Youth File
- Exhibit K - Certification of "No Conflict of Interest"
- Exhibit L - Certification Regarding Lobbying
- Exhibit M - Child Support Compliance Program Certification
- Exhibit N - Jury Service Program Certification
- Exhibit O - County of Los Angeles Contractor Employee Jury Service Policy
- Exhibit P - Office of Management and Budget Circular A-122
- Exhibit Q - Safely Surrendered Baby Law
- Attachment I - Notice to Employees Regarding the Federal Income Earned Income Credit (Internal Revenue Service Notice 10-15)
- Attachment II - Community Business Enterprise Program Certification Application
- Attachment III - Non-Employee Injury Report

2. Section 3.0, **TERM AND TERMINATION**, is deleted in its entirety, amended and restated to read as follows:

### **3.0 TERM AND TERMINATION**

The term of this Agreement shall commence October 1, 2002 or date of execution by County Board of Supervisors, whichever is later, and shall continue through September 30, 2005, unless terminated earlier as provided in the Agreement.

3. Section 4.0, **CONTRACT SUM**, Subsections 4.1, 4.2, and 4.3 are amended and restated in their entirety to read as follows:

- 4.1 COUNTY and CONTRACTOR agree that this is a firm-fixed price contract. During the term of this Agreement, COUNTY shall reimburse CONTRACTOR for the costs of performing services set forth in Exhibit A, Statement of Work, in accordance with Section 5.0, Payment and Invoices, provided that the total amount payable under this Agreement does not exceed one million, one hundred seventy-five thousand, two hundred and five dollars (\$1,175,205), "Maximum Contract Sum". The maximum amount payable for the six-month period from October 1, 2002 to March 31, 2003 of this Agreement shall not exceed one hundred ninety-four thousand, three hundred thirty-seven dollars (\$194,337). The maximum amount payable during each contract year of the term of this Agreement shall not exceed three hundred eighty-eight thousand, six hundred seventy-four dollars (\$388,674), "Maximum Annual Contract Sum". The maximum amount payable for the six-month period from April 1, 2005 to September 30, 2005 shall not exceed two hundred three thousand, five hundred twenty dollars (\$203,520).

- 4.2 CONTRACTOR has prepared and submitted to COUNTY Budgets segregating direct and indirect costs and profit for the work to be performed by CONTRACTOR under this Agreement. Budgeted expenses shall be reduced by applicable CONTRACTOR revenues, which are identified thereon. The line items shall provide sufficient detail to determine the quality and quantity of services to be delivered. The Budgets are attached hereto and incorporated by reference herein as Exhibit B-1, Budget, and Exhibit B-1a, Budget, for the period April 1, 2005 through September 30, 2005. CONTRACTOR represents and warrants that the Budgets, Exhibit B-1, and B-1a are true and correct in all respects and services shall be delivered hereunder in accordance with the Budgets. In the event the Maximum Contract Sum is increased pursuant to Section 12.0, Changes and Amendments hereof, CONTRACTOR shall prepare and submit an amended Budget.
- 4.3 The Maximum Contract Sum shall not exceed one million, one hundred seventy-five thousand, two hundred and five dollars (\$1,175,205) for the Agreement period from October 1, 2002 through September 30, 2005.
4. Section 5.0, **PAYMENT AND INVOICES**, Subsection 5.1, 5.2, 5.4 and 5.5 are amended in its entirety and restated to read as follows:
- 5.1 For work performed in accordance with the terms of this Agreement as determined by COUNTY, CONTRACTOR shall invoice COUNTY monthly in arrears at the actual cost incurred in conformance with Exhibit B-1, Budget, Exhibit B-1a, Budget, and in the format prescribed by the COUNTY (i.e. personnel, employee benefits, supplies and expenses, equipment, travel and indirect costs) and also as set forth in Exhibit B-2, Monthly Reimbursement Invoice, and Exhibit B-3. Instructions for Completing the Monthly Detail Expenditures Report and Monthly Reimbursement Invoice.
- 5.2 CONTRACTOR, without prior approval of COUNTY, may reallocate up to a maximum of five percent (5%) of the annual contract sum for each year between the approved line item budget categories (i.e. personnel, employee benefits, supplies and expenses, equipment, travel and indirect costs). Any subsequent budget modifications above the five percent (5%) maximum shall be agreed to by the parties and requested in writing by CONTRACTOR. In any event, such revisions shall not result in any increase in the Maximum Contract Sum. Such requests to COUNTY shall be addressed as follows:

Department of Children & Family Services  
Jennifer Hottenroth, Program Manager  
3075 Wilshire Blvd, Room 929  
Los Angeles, CA 90010

and a duplicate copy of the Budget modification request to:

Department of Children & Family Services  
Walter Chan, Manager  
Contracts Administration  
425 Shatto Place, Room 400  
Los Angeles, CA 90020

- 5.4 CONTRACTOR shall submit an invoice in arrears for services rendered in the previous month. CONTRACTOR shall make its best efforts to submit all invoices within thirty (30) days of the last day of the month in which the service was rendered. Any invoice submitted more than thirty days after the last day of the month in which the services were rendered shall constitute a "past due invoice." Past due invoices shall be submitted not later than sixty days after the last day of the month in which the services were rendered. Notwithstanding any other provision of this Agreement, CONTRACTOR and COUNTY agree that the COUNTY shall have no obligation whatsoever to pay any past due invoices which are submitted more than sixty days after the last day of the month in which the services were rendered. COUNTY may, in its sole discretion, pay some or all of a past due invoice which CONTRACTOR has submitted more than sixty days after the last day of the month in which services were rendered provided sufficient funds remain available under this Agreement. These same time frames shall apply to the submission of the CONTRACTOR's final invoice. All such services rendered by CONTRACTOR shall be paid in accordance with Exhibit B-1, Budget, for the period October 1, 2002 to March 31, 2005, Exhibit B-1a, Budget; for the period April 1, 2005 to September 30, 2005, Exhibit B-2, Monthly Reimbursement Invoice and Exhibit B-3, Instructions for completing the Monthly Detail Expenditure Report and Monthly Reimbursement Invoice.
- 5.4 CONTRACTOR shall submit the original monthly invoice to the DCFS Finance Services Division and one copy to the COUNTY Program Manager for review and approval.

CONTRACTOR shall send original invoices to be approved to:

County of Los Angeles  
Department of Children and Family Services  
Finance Services Division, Contracts Accounting Section  
425 Shatto Place, Room 204  
Los Angeles, CA 90020

and a duplicate copy of the invoices to:

Department of Children & Family Services  
Jennifer Hottenroth, Program Manager  
3075 Wilshire Blvd, Room 929  
Los Angeles, CA 90010

5. Section 12.0, **CHANGES AND AMENDMENTS**, Subsections 12.4 and 12.4.1 are deleted in their entirety, amended and restated to read as follows:

12.4 Notwithstanding the provisions of Sections 12.1 and 12.2, COUNTY'S Director may, without further action by COUNTY'S Board of Supervisors, prepare and sign amendments to this Agreement which increase or decrease payments to CONTRACTOR which are commensurate with increases or decreases in the units of service being provided under this Agreement under the following conditions:

12.4.1 COUNTY'S total payments to CONTRACTOR shall not increase or decrease more than ten percent (10%) per year and in the aggregate above the original Maximum Contract Sum during the term of this Agreement.

6. Section 26.0, **CONTRACTOR RESPONSIBILITY AND DEBARMENT** is deleted in its entirety, amended and restated to read as follows:

## **26.0 CONTRACTOR DEBARMENT AND RESPONSIBILITY**

### **26.1 Contractor Debarment**

26.1.1 The CONTRACTOR is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the CONTRACTOR from bidding on other County contracts for a period of time, not to exceed three (3) years, and the COUNTY may terminate any or all of the CONTRACTOR'S existing contracts with COUNTY, if the Board of Supervisors finds, in its discretion, that the CONTRACTOR has done any of the following: (1) violated any term of a contract with the COUNTY, (2) committed any act or omission which negatively reflects on the CONTRACTOR'S quality, fitness or capacity which negatively reflects the same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the COUNTY or any other public entity.

26.1.2 If there is evidence that the apparent highest ranked CONTRACTOR may be subject to debarment, the Department shall notify the CONTRACTOR in writing of the evidence, which is the basis for the proposed debarment, and shall advise the CONTRACTOR of the scheduled date for a debarment hearing before the Contractor Hearing Board.

26.1.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The CONTRACTOR'S representative shall be given an opportunity to submit and offer rebuttal

evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether the CONTRACTOR should be debarred, and, if so, the appropriate length of time of the debarment. If the CONTRACTOR fails to avail himself of the opportunity to submit evidence to the Contractor Hearing Board, the CONTRACTOR may be deemed to have waived all rights of appeal.

26.1.4 A record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Contractor Hearing Board.

26.1.5 These terms shall also apply to proposed subcontractors of CONTRACTORS on COUNTY contracts.

## 26.2 Contractor Non-Responsibility

The Board of Supervisors finds that, in order to promote integrity in the COUNTY'S contracting processes and to protect and to protect the public interest, the COUNTY'S policy shall be to conduct business only with responsible CONTRACTORS. Determination of CONTRACTOR non-responsibility and CONTRACTOR debarment shall be made in accordance with the procedures set forth in the ordinance and implementation instructions issued by the Auditor-Controller.

## 26.3 Determination of Contractor Responsibility

26.3.1 A responsible CONTRACTOR is a CONTRACTOR who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is COUNTY'S policy to conduct business only with responsible CONTRACTORS.

26.3.2 CONTRACTORS are hereby notified that, in accordance with Chapter 2.202 of the County Code, the COUNTY may determine whether the CONTRACTOR is responsible based on a review of the CONTRACTOR'S performance on any contracts, including but not limited to COUNTY contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the CONTRACTOR against public entities. Labor law violations which are the fault of the subcontractors and of which the CONTRACTOR had no knowledge shall not be the basis of a determination that the CONTRACTOR is not responsible.



26.3.3 The COUNTY may declare a CONTRACTOR to be non-responsible for purposes of this contract if the Board of Supervisors, in its discretion, finds that the CONTRACTOR had done any of the following: (1) committed any act or omission which negatively reflects on the CONTRACTOR'S quality, fitness or capacity to perform this contract with the COUNTY or a contract on same; (2) committed an act or omission which indicates a lack of business integrity or business honesty; or (3) made or submitted a false claim against the COUNTY or any other public entity.

26.3.4 If there is evidence that the apparent highest ranked CONTRACTOR may not be responsible, the Department shall notify the CONTRACTOR in writing of the evidence relating to the CONTRACTOR'S responsibility, and its intention to recommend to the Board of Supervisors that the CONTRACTOR be found not responsible. The Department shall provide the CONTRACTOR and/or the CONTRACTOR'S representative with an opportunity to present evidence as to why the CONTRACTOR shall be found to be responsible and to rebut evidence, which is the basis for the Department's recommendation. If the CONTRACTOR fails to avail itself of the opportunity to rebut the Department's evidence, the CONTRACTOR may be deemed to have waived all rights of appeal.

26.3.5 If the CONTRACTOR presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the board of Supervisors. The final decision concerning the responsibility of the CONTRACTOR shall reside with the Board of Supervisors.

26.3.6 These terms shall also apply to proposed subcontractors of CONTRACTORS on COUNTY contracts.

7. Section 35.0, **CHILD SUPPORT COMPLIANCE PROGRAM**, is deleted in its entirety, amended and restated to read as follows:

**35.0 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM**

35.1 The CONTRACTOR acknowledges that the COUNTY has established a goal of ensuring that all individuals who benefit financially from COUNTY through contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the COUNTY and its taxpayers.

35.2 As required by COUNTY'S Child Support Compliance Program (County Code Chapter 2.200) and without limiting the CONTRACTOR'S duty

under this contract to comply with all applicable provisions of law, the CONTRACTOR warrants that it is now in compliance and shall during the term of this contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family, or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8. **EXHIBIT A, STATEMENT OF WORK**, Subsection 5.11, Contract Service Work, is amended in its entirety and restated to read as follows:

5.11 CONTRACTOR shall complete all Program services by March 31, 2003 for the contract period from October 1, 2002 through March 31, 2003. For FY 2003/2004, CONTRACTOR shall complete all services by March 31, 2004. For FY 2004/2005, CONTRACTOR shall complete all Program services by September 30, 2005.

9. **EXHIBIT B-1a, BUDGET** (04/01/05-09/30/05), as attached, is incorporated into the Agreement.

**EXCEPT AS PROVIDED IN THIS AMENDMENT NUMBER TWO, ALL OTHER TERMS AND CONDITIONS OF THE PREVIOUSLY AMENDED AGREEMENT NUMBER 74157 SHALL REMAIN IN FULL FORCE AND EFFECT. SIGNATURES BELOW INDICATE ACCEPTANCE AND AGREEMENT TO THIS AMENDMENT.**

**AMENDMENT NUMBER TWO TO AGREEMENT NUMBER 74157  
FOR RITES OF PASSAGE (ROP)  
BY AND BETWEEN COUNTY OF LOS ANGELES AND THE  
NATIONAL FAMILY LIFE AND EDUCATION CENTER**

IN WITNESS WHEREOF, the Board of Supervisors of the COUNTY of Los Angeles has caused this Amendment Number Two to be subscribed by its Chair and the seal of such Board to be hereto affixed and attested by the Executive Office and Clerk thereof, and CONTRACTOR has caused this Agreement to be signed on its behalf by its duly authorized officer(s) on the \_\_\_\_\_ day of \_\_\_\_\_, 2005. The persons signing on behalf of the CONTRACTOR warrant under penalty of perjury that he or she is authorized to bind the CONTRACTOR.

COUNTY OF LOS ANGELES

By: \_\_\_\_\_  
Chair, Board of Supervisors

ATTEST:

VIOLET VARONA-LUKENS  
Executive Officer-Clerk of the  
Los Angeles County  
Board of Supervisors

By \_\_\_\_\_  
Deputy

NATIONAL FAMILY LIFE AND  
EDUCATION CENTER

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Tax Identification No. \_\_\_\_\_

APPROVED AS TO FORM:

BY THE OFFICE OF COUNTY COUNSEL  
RAYMOND G. FORTNER, JR.  
Chief Deputy County Counsel

By \_\_\_\_\_  
Tom Fagan, Deputy County Counsel

**Alternative Services for Youth**  
Rites of Passage (ROP) Program Budget  
April 1, 2005 through September 30, 2005

Agency National Family Life and Education Center

**PERSONNEL COSTS**

**A. Salaries and Wages**

Position	Number of Positions	Monthly Salary	% of Time	Months	6-Month Budget by Line Item
1) Sr. Project Manager	1	\$5,500.00	100%	6	\$33,000.00
2) Asst. Project Manager	1	\$2,625.00	100%	6	\$15,750.00
3) Program Director	1	\$3,500.00	100%	6	\$21,000.00
4) Secretary	1	\$1,900.00	100%	6	\$11,400.00
5) Unit Leaders	3	\$2,000.00	100%	6	\$36,000.00
6) Youth Trainer	1	\$3,000.00	25%	6	\$4,500.00
7) Peer Counselors	3	\$ 230.40	100%	6	\$ 4,147.20
<b>A. Total</b>					<b>\$125,797.20</b>

**B. Employee Benefits**

Type of Benefits	Percent %	Salaries Subject to Employee Benefits	6-Month Budget by Line Item
Medical/Dental	0	0.00	0.00
Retirement	0	0	0.00
Social Security (FICA)	7.65	\$125,797.20	\$9,623.49
State Unemployment	6.2	\$125,797.20	\$7,799.43
Worker's Compensation	13.8	\$125,797.20	\$17,360.01
<b>B. Total</b>			<b>\$34,782.93</b>

**TOTAL PERSONNEL COSTS (A+B)**

**\$160,580.13**

**NON-PERSONNEL COSTS**

**C Staff Mileage**

Staff Mileage	Rate Per Mile	Estimated Miles	6-Month Budget by Line Item
Mileage	\$0.31	\$5,000.00	\$1,550.00
<b>C. Total Mileage</b>			<b>\$1,550.00</b>

**D. Training Costs**

Training Costs	Allowance	Months	6- Month Budget by Line Item
Assessment Materials	\$100.00	6	\$600.00
Independent Living Skills (ILS)	\$350.00	6	\$2,100.00
Field Trips	\$600.00	6	\$3,600.00
Nutrition	\$500.00	6	\$3,000.00
ROP Retreat	\$1,750.00	1	\$1,750.00
Youth Activities (event tickets and snacks)	\$400.00	6	\$2,400.00
<b>D. Total</b>			<b>\$13,450.00</b>

**E. Facilities Costs**

Facilities Costs	Allowance	Months	6-Month Budget by Line Item
Telephone	\$400.00	6	\$2,400.00
Utilities	0.00	0	0.00
Rent/Lease of Training Site	\$2,521.66	6	\$15,129.96
<b>E. Total</b>			<b>\$17,529.96</b>

**F. Consumable Supplies**

Consumable Supplies	Allowance	Months	6-Month Budget by Line Item
Office Supplies	\$200.00	6	\$1,200.00
Postage	\$85.00	6	\$510.00
<b>F. Total</b>			<b>\$1,710.00</b>

**G. Other Costs**

Other Costs	Allowance	Months	6-Month Budget by Line Item
Accounting/Auditing	\$450.00	6	\$2,700.00
Insurance	\$600.00	6	\$3,600.00
<b>G. Total</b>			<b>\$6,300.00</b>

**H. Equipment (Rent/Lease must be indicated)**

Equipment Rent/Lease	Allowance	Months	6-Month Budget by Line Item
Van	\$400.00	6	\$2,400.00
<b>H. Total</b>			<b>\$2,400.00</b>

**TOTAL NON-PERSONNEL COSTS**  
**(Sum of Lines C Through H)**

**\$42,939.96**

**TOTAL OPERATING COSTS (\$42,939.96 plus \$160,580.13)**  
**(Sum of Personnel & Non Personnel Costs)**

**\$203,520.09**

**COST PER CHILD FOR SIX MONTHS (\$204,778.06 divided by 250)**

**\$814.08**